

**IMPLEMENTING A COUNTY EMPLOYEE MENTORING PROGRAM**

According to the Department of Human Resources (DHR), research confirms that youth-adult mentoring relationships have a significant positive impact on youth and young adults' personal, academic, and professional development. In an ever-changing and increasingly complicated world, the role of engaged, experienced and empathic adult role models cannot be overlooked.

In an effort to actualize the positive impact that mentorships could have, particularly with at-risk youth, the Los Angeles County Board of Supervisors unanimously approved a motion on January 9, 2018, directing DHR, in consultation with the Chief Executive Office (CEO) and other relevant County Departments, to develop a program for County employees to mentor youth in Los Angeles County and to report back in 60 days.

Countywide mentorship was among the goals identified by the County's workgroup in response to the My Brother's Keeper Community Challenge launched by former President Obama to increase opportunities for youth, especially boys and young men of color.

On March 9, 2018, DHR issued a comprehensive report entitled, *County Employee Youth Mentoring Program – Implementation Plan*. The report provided recommendations on the development and implementation of a County employee-youth mentoring program and provided a detailed plan on how to integrate the Mentoring Program into the existing Countywide Bridges Programs, which is the County's overarching program encompassing all career exposure and development programs. The report also identified opportunities to collaborate with County Departments on existing initiatives, such as Youth Diversion and Development; Trauma Prevention Initiative; and Parks After Dark.

**-MORE-**

**MOTION**

SOLIS \_\_\_\_\_

RIDLEY-THOMAS \_\_\_\_\_

KUEHL \_\_\_\_\_

BARGER \_\_\_\_\_

HAHN \_\_\_\_\_

**MOTION BY SUPERVISORS HILDA L. SOLIS**

**January 29, 2019**

**Page 2**

DHR has already begun work to identify community based organizations as partner agencies from which youth would be referred. The Department has also worked with County Counsel to develop a template memorandum of agreement that the County will execute with participating partner agencies. There will be no contract agreement since there is no cost to the County for the partner agency referrals.

The County Employee-Youth Mentoring Program is designed as another important tool to complement all of the initiatives the County has put forth in an effort to improve the lives of our youth. There is no better resource that we can offer than the capable and compassionate people who work for Los Angeles County.

**I, THEREFORE, MOVE THAT THE BOARD OF SUPERVISORS:**

1. Direct DHR to implement the County Employee-Youth Mentoring Program outlined in its March 2018 report, including, but not limited to the following actions:
  - a. Accept applications for the County Employee-Youth Mentoring Program from County employees;
  - b. Vet, approve, and refer County employees to partner mentoring programs;
  - c. Execute MOAs with participating community based organizations as partner mentoring agencies;
  - d. Track metrics; and
  - e. Recognize County employees for participating in mentoring efforts on an annual basis.
2. Direct the CEO to verify the need for staffing to administer the Program, and identify funding as necessary as part of the FY 2019-20 Budget.
3. Direct DHR to work with County Departments, as well as the affinity groups or employee associations, to provide outreach to their members and promote participation.
4. Direct DHR to report back within 180 days on how the implementation of the mentoring program is proceeding; and thereafter provide annual reports to the Board during National Mentoring month in January detailing progress on implementation and sustainability of this effort.



**LISA M. GARRETT**  
DIRECTOR OF PERSONNEL

# **COUNTY OF LOS ANGELES**

## **DEPARTMENT OF HUMAN RESOURCES**

HEADQUARTERS  
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE  
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010  
(213) 738-2211 FAX (213) 637-0820

March 9, 2018

To: Supervisor Sheila Kuehl, Chair  
Supervisor Hilda L. Solis  
Supervisor Mark Ridley-Thomas  
Supervisor Janice Hahn  
Supervisor Kathryn Barger

From: Lisa M. Garrett  
Director of Personnel

Subject: **PROMOTING COUNTY EMPLOYEES AS MENTORS**  
**(ITEM NO. 7, AGENDA OF JANUARY 9, 2018)**

On January 9, 2018, your Board adopted a revised motion introduced by Supervisor Hilda L. Solis directing the Director of Human Resources (DHR), in consultation with the Chief Executive Office (CEO), County Counsel, Probation, Workforce Development, Aging and Community Services, Public Health, Public Library, Parks and Recreation, and the Los Angeles County Office of Education, to develop a program for County employees to mentor youth in Los Angeles County and report back in 60 days. The plan should at a minimum outline the following:

- a. Process by which County employees can participate in approved mentoring efforts throughout the County;
- b. Guidelines for mentoring agencies to partner with the County on this effort;
- c. Integration of proposed mentoring effort with DHR's Youth Bridges effort and the Office of Diversion and Reentry's Youth Diversion and Development Unit;
- d. Preliminary identification of incentives and acknowledgements that can be incorporated into a Countywide mentoring program; and
- e. Estimate of staff and identification of funding needed for implementation.

Each Supervisor  
March 9, 2018  
Page 2

The attached report provides a plan which includes the marketing campaign, the criteria for employees to qualify to participate, the Memorandum of Agreement between the County and the mentoring agencies, and the integration of this program into other Countywide Bridges programs. DHR is projecting that we will have at least 500 mentors participating in phase one of the program with an increase of at least 1000 employees participating as mentors Countywide.

Should you have any questions or need additional information, please contact me at (213) 974-2406 or your staff may contact Carla D. Williams, Senior Human Resources Manager, at (213) 974-2382.

LMG:EP:MM  
CDW:MB:RH

Attachment



# COUNTY **EMPLOYEE** **YOUTH MENTORING** PROGRAM

## IMPLEMENTATION PLAN

Response to Board Motion  
January 9, 2018, Agenda Item No. 7



## **Background**

On January 9, 2018, your Board adopted a motion introduced by Supervisor Hilda L. Solis directing the Director of Human Resources (DHR), in consultation with the Chief Executive Officer (CEO), County Counsel, Probation, Workforce Development, Aging and Community Services (WDACS), Public Library, Parks and Recreation, and the Los Angeles County Office of Education, to develop a plan and implementation timeline by which County employees are offered the opportunity to mentor youth in Los Angeles County, and report back to your Board in 60 days.

This report contains a plan and an implementation timeline by which County employees are offered the opportunity to mentor youth through participation in the County Employee Youth Mentoring Program (Mentoring Program).

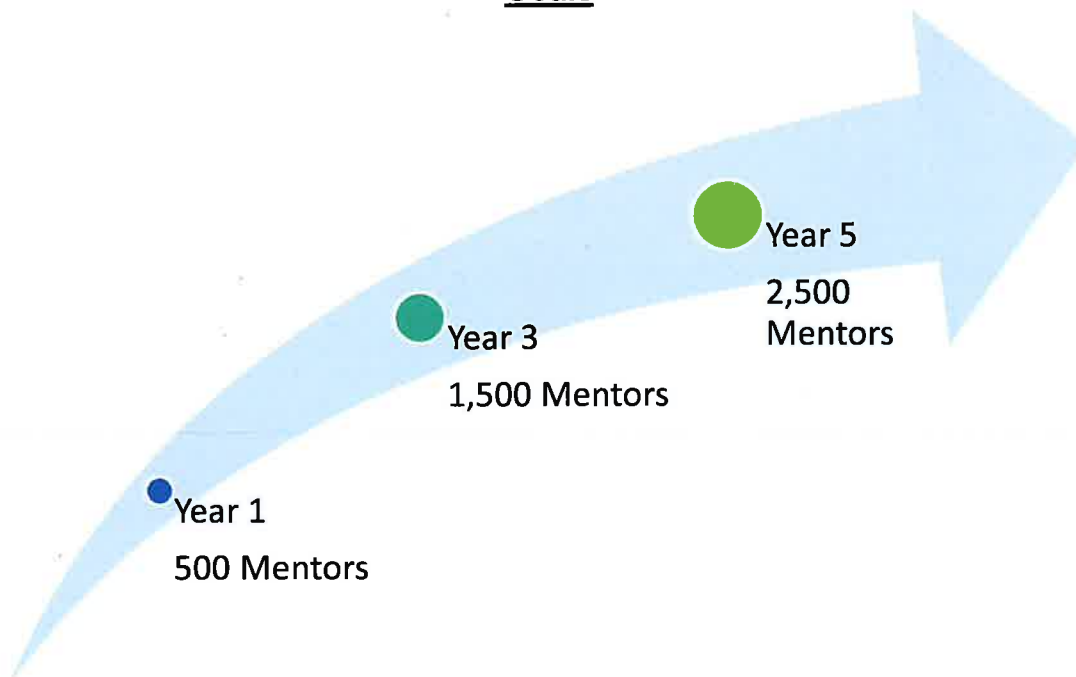
## **Objectives**

The objective of the Mentoring Program is to provide an avenue for employees to participate in helping youth through mentoring, by helping youth understand individual and societal challenges.

The second objective is to provide mentoring agencies throughout the County with a new pool of mentors (County employees) who possess a wealth of cultural and ethnic insights and experiences. These mentors can provide quality personal and professional mentoring to the youth.

The implementation strategy, will provide an opportunity to partner with mentoring agencies and employees to obtain commitment from at least 500 mentors in year one, with a goal of at least 2,500 cumulative mentors by year 5.

## **Goals**



Research has shown that mentoring at its core, guarantees young people that they are not alone in dealing with day-to-day challenges, and makes them feel like they matter. According to the Boys and Girls club, "Volunteering at a Boys and Girls Club is a great way to help teach young people valuable life lessons and learn something about yourself in return."

## **Implementation Plan**

### *Process*

A marketing campaign will be launched inviting all County employees to participate in the Mentoring Program. The interested employees will notify their department who will in turn, notify DHR. DHR will be the final approver for the program participants, match the interested employees with the compatible mentoring agency, and provide an overview of the program and next steps. The agency will notify the employees as well as DHR regarding the employee's acceptance as a mentor.

The mentoring agency will be responsible for background checks, pairing mentors with youth, and collaborating with the County to ensure a positive program partnership. In addition, the mentoring agency will report back to DHR on a periodic basis, but no later than 90 day intervals on the status of mentors participating, whether mentors completed the mandatory training, if mentors failed to show up for mentoring, and if the employee was the subject of any complaints. (Refer to Appendix A)

The employees will be encouraged to commit to mentoring for a minimum of one (1) year, which will be on their own time and the employees will be responsible for any expenses associated with mentoring, e.g., gasoline, meals, events. The criteria to be a mentor is as follows:

- Have been a full time County employee for at least twelve months;
- Have a, "Very Good/Exceeds Expectations" or above on their most recent annual performance evaluation;
- Complete a pre/post mentoring survey;
- Sign the Countywide Mentoring Program Agreement noting their consent to comply with all mentoring terms;
- Meet qualifying criteria including background checks that are required by the mentoring agency;
- Have no discipline for the past three years.

As an approved mentor, employees may not mentor a youth or sibling of a youth who they have or had formal contact with as part of their employment duties. The mandated reporter responsibilities are not annulled as a result of participation in the Mentoring Program.

Below is the County Employee Youth Mentoring Program process flow:

## County Employee Youth Mentoring Program Process Flow Chart



### *Guidelines*

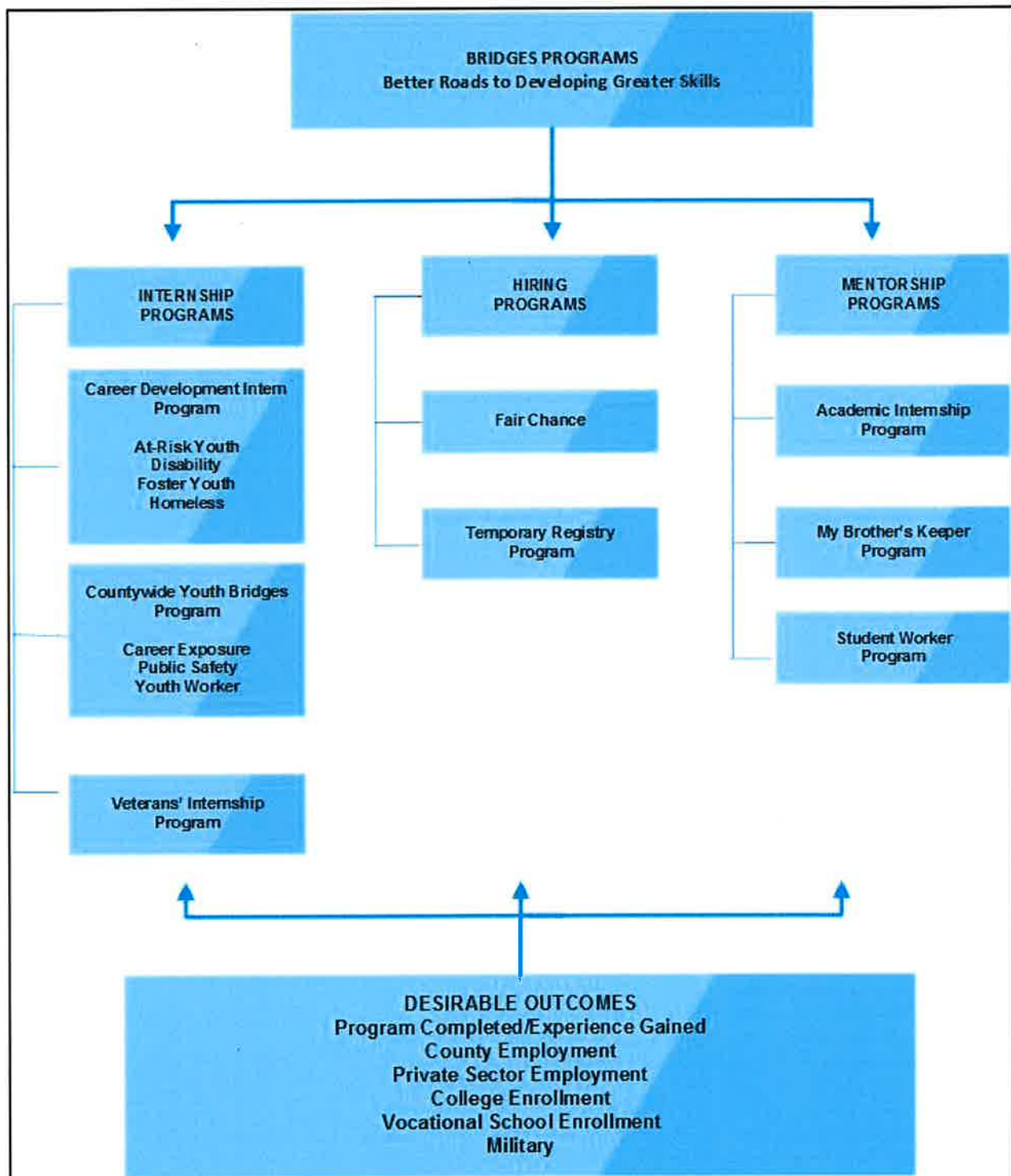
In collaboration with County Counsel, DHR developed a memorandum of agreement (MOA) between the County of Los Angeles and the mentoring agency. The MOA outlines the purpose of program, program description, County responsibilities, mentoring agency responsibilities, mentor responsibilities, costs, assignment/delegation/sub-contracting, indemnification, insurance, and non-discrimination clause, validity of the MOA, waiver, and governing law. (Refer to Appendix A)

### *Integration*

The Countywide Bridges Programs provides multiple bridges into employment with the County. These programs include the following:



## BRIDGES FRAMEWORK



Embedded in many of these programs are supportive services that are available for the participants. As the County Employee Youth Mentoring Program is integrated into the Countywide Bridges Programs, DHR will continue to provide access and information to participants for supportive services, such as mental health, housing, social services, transportation, and health.

DHR is collaborating with the Office of Diversion and Reentry's Youth Diversion and Development Unit (YDD) which is in the early stages of implementation. As YDD finalizes staffing and work plans, the unit will identify opportunities to integrate with the proposed mentoring effort and align County mentors with mentorship opportunities that arise through YDD program partnerships.

DHR is further collaborating with the Public Library who will host educational and career focused activities for youth and their mentors. These activities will be available at libraries throughout the County to increase accessibility for youth and their mentors.

Lastly, DHR is collaborating with the Department of Public Health's (DPH) Trauma Prevention Initiative (TPI) and Department of Parks and Recreation (DPR) Parks after Dark (PAD) programs. This collaboration will support the mentoring effort by:

- Referring community based organizations from South LA TPI communities (Westmont West Athens, Willowbrook, Florence-Firestone, Unincorporated Communities) that provide mentoring services, and linking community youth to identified County mentoring organizations; and
- Assisting with the identification of opportunities for mentors/mentees to participate in programs such as health education workshops, Parks After Dark, and TPI community coalitions.

### *Incentives*

To increase employee participation and communicate the County's interest in promoting mentorship, the following incentives are recommended as part of the County's mentoring efforts:

- Proclaiming January as "Mentoring Month" to include recognition of employees participating in mentoring efforts, on an annual basis;
- Recognizing County mentors at an annual luncheon;
- Collaborating with the DHR Office of Workplace and Community Programs to identify external partners/sponsors; and
- Providing a letter of recognition to County employees, signed by the Chair of the Board of Supervisors, to be filed in their County personnel file.

### *Funding*

Given the level of engagement needed to implement and maintain an employee mentorship program Countywide, an additional staff person is recommended. Staff would be needed to:

- Maintain current and future MOAs with mentor agency;
- Communicate Mentoring Program information to departmental leads;
- Approve and match interested County employees, and pair them with the mentor agency;

- Facilitate orientation and information convenings with interested County employees;
- Collect, analyze, and compile data from mentor agency on County employee mentors and report out to the Board of Supervisors and other interested parties; and
- Maintain website and electronic mentoring registration system, including but not limited to updating mentor agency lists, updating approved and prospective mentors, providing reports.

#### Proposed County Employee Youth Mentoring Program Budget

Budget Category	Amount
Staff	
• (1) FTE Human Resources Analyst III	• \$125,160
Services & Supplies	
• Acknowledgment Activities	• \$85,000
• Software/Website Development	• \$100,000*

\*One Time Cost

#### **Implementation Timeline**

Prior to launching the Mentoring Program, DHR will continue to collaborate with CEO, County Counsel, Probation, WDACS, Public Library, Parks and Recreation, and the Los Angeles County Office of Education, to vet the mentoring agencies that have been identified to date. Secondly, DHR will continue to outreach and expand the number of mentoring agencies, throughout the County, to ensure they are provided with a flow of County employees that represent a new pool of mentors. Finally, the outreach and expansion will ensure that the County employees have an opportunity to have a positive impact on a diverse population of youth.

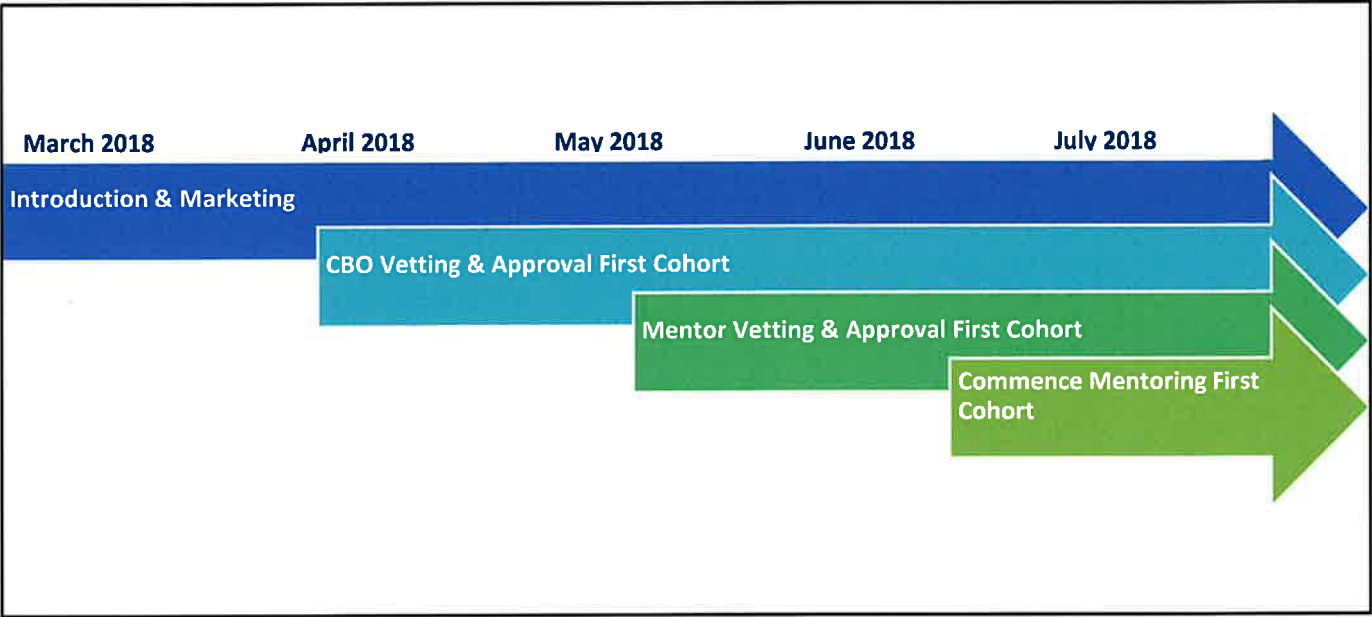
During the month of April we will be launching a Countywide marketing campaign. The campaign will provide information to all County employees to inform them of the opportunity to provide personal and professional mentoring to youth. In addition, the campaign will focus on the opportunity to join in a coordinated effort to impact current outcomes as they relate to youth employment rates, graduation rates, and violence.

Included in the development of the campaign will be the creation of marketing materials, program logo, marketing promotional items, oral and written notification to the departments, publication of announcements in the County Digest, and on the County Communications page, DHR webpage development, and creation of a social media presence on various sites. While developing the campaign, DHR will also be collaborating concurrently with County Counsel and the mentoring agencies to complete

and sign MOAs with the County.

Upon approval of this plan and beginning May 1, 2018, applications for the Mentoring Program will be accepted. DHR is projecting the first cohort of mentors will be vetted, approved, and referred to the mentoring agency, beginning June 1, 2018, with an anticipated mentoring start date of July 1, 2018. This process will be ongoing.

Below please find the implementation timeline:



**Conclusion**

DHR is pleased to be given the opportunity to respond to this Motion with a timeline and implementation plan. Consistent with many of your Board’s new initiatives, the County Employee Mentoring Program provides an excellent opportunity to transform the lives of our youth and to give back to our local communities through effective and caring service.

Upon your Board’s approval of our implementation plan and timeline, we will begin this exciting endeavor. We appreciate your Board’s support, approval and feedback.

## MEMORANDUM OF AGREEMENT

BETWEEN:

COUNTY OF LOS ANGELES

AND

COMMUNITY BASED ORGANIZATION1. PARTIES

This Memorandum of Agreement (hereinafter “MOA”) is between the County of Los Angeles (hereinafter “County”), acting by and through its Board of Supervisors (hereinafter “Board”) and Chief Executive Officer (hereinafter “CEO”), and Community Based Organization (hereinafter sometimes individually referred to as a “Mentor Agency” or collectively as “Parties”).

2. PURPOSE

- A. In February 2014, President Obama launched the My Brother’s Keeper (“MBK”) initiative and called upon cities, counties and tribal governments to develop plans that would close existing educational and opportunity gaps for boys and young men of color through a cradle-to-college-and-career approach to ensure that all young people can reach their full potential.
- B. On April 14, 2015, the Board formally accepted the White House Challenge, and soon thereafter convened a Local Action Summit (“Summit”) to launch this work. The CEO then worked with internal and external partners to develop action-oriented recommendations with targeted outcomes to help eliminate opportunity gaps and barriers facing youth, including boys and men of color, in the County. The CEO’s resulting *My Brother’s Keeper Community Report* (“Report”) to the Board consisted of 19 highly vetted recommendations, including the creation of a mentoring program.
- C. The impact of consistent mentoring is well documented and cuts across domains. The strongest benefit from mentoring, and the most consistent across risk groups, was a reduction in depressive symptoms. The ability of youth to navigate and cope with adolescent development in often stressful communities is key to their ability to thrive in adulthood. Mentoring has also been shown to stem significant early warning indicators that foretell future life challenges for youth.

3. PROGRAM DESCRIPTION

- A. The Countywide Mentoring Program will provide County employees the opportunity to participate with local organizations that provide volunteer

opportunities to mentor and work with youth throughout the County of Los Angeles. Employees must commit to participating for a minimum of one year.

- B. The County has identified community based mentoring organizations that use best practices to facilitate their current mentoring programs, and are willing to support the community based mentoring aspect of the MBK Mentoring Program.

#### 4. COUNTY'S RESPONSIBILITIES

The County will partner with all County departments to attempt to ensure that there are sufficient volunteers to participate in the Countywide Mentoring Program. Department of Human Resources (DHR) will refer the names of potential mentors to Mentor Agency. Only those employees who have met the minimum standards, which shall be determined solely by the County, for participating in the Countywide Mentoring Program will be referred to the Mentor Agency. The Parties agree that the County will not exercise any control over mentors once they are referred to Mentor Agency and are not responsible for the conduct of mentors who volunteer with Mentor Agency.

#### 5. MENTOR AGENCY'S RESPONSIBILITIES

Mentoring Agency will be responsible for the following: operating in compliance with all applicable federal, state and local laws; operating under current valid articles of incorporation and by-laws, or other governing instrument which complies with federal and state laws; holding and maintaining a currently valid designation by the IRS as a 501(c)(3) organization, and be eligible to receive tax deductible contributions under Section 170 of the Internal Services Code; and, be financially responsible, as shown by a detailed annual budget, a financial audit or IRS Form 990. Additionally, Mentor Agency will be responsible for contacting mentors within seven days of being notified of mentor's interest in volunteering with the Mentor Agency, conducting background checks on mentors, sending a list of approved mentors to DHR, pairing mentors with youth; and, collaborating with the County to ensure a positive program partnership. Mentoring Agency will report back to DHR on a periodic basis, but no later than every 90 days, on the status of mentors participating in the Countywide Mentoring Program. This status report shall include, but not be limited to, whether mentors completed the mandatory trainings, mentored during the period and, if so, how many hours, failed to show up for mentoring, and were the subject of any complaints or disciplinary action.

#### 6. MENTOR'S RESPONSIBILITIES

Mentors will mentor on their own time. Mentors are responsible for any expenses associated with mentoring unless such expenses are paid for by Mentoring Agency. Mentors are required to complete all training programs mandated by Mentoring Agency prior to commencing mentoring activities.

#### 7. COSTS

Each Party shall bear its own costs, if any, arising from its responsibilities under this MOA.

8. ASSIGNMENT, DELEGATION, AND SUBCONTRACTING

Mentor Agency shall not assign its rights and/or subcontract, or otherwise delegate, its duties under this MOA, either in whole or in part, without the prior written consent of the County. Any unapproved assignment, subcontract, or delegation shall be null and void and may result in termination of this MOA.

9. INDEMNIFICATION

- A. Mentor Agency shall indemnify, protect and hold harmless the County, its Boards, Commissions, and their officials, employees and agents ("Indemnified Parties"), from and against any and all liability, claims, demands, damage, loss, obligations, causes of action, proceedings, awards, fines, judgments, penalties, costs and expenses, arising or alleged to have arisen, in whole or in part, out of or in connection with (1) Mentor Agency's breach or failure to comply with any of its obligations contained in this MOA, or (2) negligent or willful acts, errors, omissions or misrepresentations committed by Mentor Agency, its officers, employees, agents, subcontractors, or anyone under Mentor Agency's control, including mentors participating in the Countywide Mentoring Program, in the performance of work or services under this MOA (collectively "Claims" or individually "Claim").
- B. In addition to Mentor Agency's duty to indemnify, Mentor Agency shall have a separate and wholly independent duty to defend Indemnified Parties at Mentor Agency's expense by legal counsel approved by the County, from and against all Claims, and shall continue this defense until the Claims are resolved, whether by settlement, judgment or otherwise. No finding or judgment of negligence, fault, breach, or the like on the part of Mentor Agency shall be required for the duty to defend to arise. The County shall notify Mentor Agency of any Claim, shall tender the defense of the Claim to Mentor Agency, and shall assist Mentor Agency, as may be reasonably requested, in the defense.

10. INSURANCE

- A. As a condition precedent to the effectiveness of this Agreement, Mentor Agency shall procure and maintain, at Mentor Agency's expense for the duration of this Agreement, from insurance companies that are admitted to write insurance in California and have ratings of or equivalent to A:V by A.M. Best Company or from authorized non-admitted insurance companies subject to Section 1763 of the California Insurance Code and that have ratings of or equivalent to A:VIII by A.M. Best Company the following insurance:
  - (a) Commercial general liability insurance (equivalent in scope to ISO form CG 00 01 11 85 or CG 00 01 10 93) in an amount not less than \$1,000,000 per each occurrence and \$2,000,000 general aggregate. This coverage shall include but not be limited to broad form contractual liability, cross liability, independent contractor's liability, and products and completed operations liability. The County, its boards and commissions, and their officials, employees and agents shall be named as additional insureds by endorsement

(on County's endorsement form or on an endorsement equivalent in scope to ISO form CG 20 10 11 85 or CG 20 26 11 85 or both CG 20 10 07 04 and CG 20 37 07 04 or both CG 20 33 07 04 and CG 20 37 07 04), and this insurance shall contain no special limitations on the scope of protection given to the County, its boards and commissions, and their officials, employees and agents. This policy shall be endorsed to state that the insurer waives its right of subrogation against the County, its boards and commissions, and their officials, employees and agents.

- (b) Workers' Compensation insurance as required by the California Labor Code and employer's liability insurance in an amount not less than \$1,000,000. This policy shall be endorsed to state that the insurer waives its right of subrogation against the County, its boards and commissions, and their officials, employees and agents.
  - (c) Professional liability or errors and omissions insurance in an amount not less than \$1,000,000 per claim.
  - (d) Commercial automobile liability insurance (equivalent in scope to ISO form CA 00 01 06 92), covering Auto Symbol 1 (Any Auto) in an amount not less than \$500,000 combined single limit per accident.
- B. Any self-insurance program, self-insured retention, or deductible must be separately approved in writing by the County's Risk Manager or designee and shall protect County, its officials, employees and agents in the same manner and to the same extent as they would have been protected had the policy or policies not contained retention or deductible provisions.
- C. Each insurance policy shall be endorsed to state that coverage shall not be reduced, non-renewed, or canceled except after thirty (30) days prior written notice to the County, shall be primary and not contributing to any other insurance or self-insurance maintained by the County, and shall be endorsed to state that coverage maintained by the County shall be excess to and shall not contribute to insurance or self-insurance maintained by Mentor Agency. Mentor Agency shall notify the County in writing within five (5) days after any insurance has been voided by the insurer or cancelled by the insured.
- D. If this coverage is written on a "claims made" basis, it must provide for an extended reporting period of not less than one hundred eighty (180) days, commencing on the date this Agreement expires or is terminated, unless Mentor Agency guarantees that Mentor Agency will provide to the County evidence of uninterrupted, continuing coverage for a period of not less than three (3) years, commencing on the date this Agreement expires or is terminated.
- E. Mentor Agency shall require that all sub-consultants or contractors which Mentor Agency uses in the performance of these services maintain insurance in compliance with this Section unless otherwise agreed in writing by the County's Risk Manager or designee.



- F. Prior to the start of performance, Mentor Agency shall deliver to the County certificates of insurance and the endorsements for approval as to sufficiency and form. In addition, Mentor Agency, shall, within thirty (30) days prior to expiration of the insurance, furnish to the County certificates of insurance and endorsements evidencing renewal of the insurance. The County reserves the right to require complete certified copies of all policies of Mentor Agency and Mentor Agency's sub-consultants and contractors, at any time. Mentor Agency shall make available to the County's Risk Manager or designee all books, records and other information relating to this insurance, during normal business hours.
- G. Any modification or waiver of these insurance requirements shall only be made with the approval of the County's Risk Manager or designee. Not more frequently than once a year, the County's Risk Manager or designee may require that Mentor Agency, Mentor Agency's sub-consultants and contractors change the amount, scope or types of coverages required in this Section if, in his or her sole opinion, the amount, scope, or types of coverages are not adequate.
- H. The procuring or existence of insurance shall not be construed or deemed as a limitation on liability relating to Mentor Agency's performance or as full performance of or compliance with the indemnification provisions of this Agreement.

#### 11. NONDISCRIMINATION

Mentor Agency agrees to not discriminate on the basis of race, color, religion, sex, marital status, national origin, ancestry, disability, medical condition, age, genetic information, gender identity or expression, sexual orientation, military or veteran status, pregnancy or pregnancy related condition in its performance under this MOA and its employment practices. This policy of affording equal employment opportunities to all persons is in keeping with provisions of state and federal laws and regulations.

medical condition, genetic information, gender identity, gender expression, age, or military and veteran status.

#### 12. VALIDITY

If any provision of this MOA or the application thereof to any person or circumstance is held invalid, the remainder of this MOA and the application of such provision to other persons or circumstances shall not be affected thereby.

#### 13. WAIVER

No waiver by the Parties of any breach of any provision of this MOA shall constitute a waiver of any other breach or of such provision. Failure of the Parties to enforce at any time, or from time to time, any provision of this MOA shall not be construed as a waiver thereof. The rights and remedies set forth in this MOA shall not be exclusive and are in addition to any other rights and remedies provided by law.

14. GOVERNING LAW

This MOA shall be governed by, and construed in accordance with, the laws of the State of California. The Parties agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this MOA and further agree and consent that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

15. ENTIRE AGREEMENT

This MOA constitutes the complete and exclusive statement of understanding between the Parties, which supersedes all previous agreements, written or oral, and all other communications between the Parties relating to the subject matter of this MOA. No change to the MOA shall be valid unless in writing, and executed by both Parties.

16. NOTICES

All notices shall be sent to:

Board of Supervisors – Executive Officer

Director of Personnel

Lisa M. Garrett

IN WITNESS WHEREOF, the PARTIES have executed this AGREEMENT as of the day and year first written above.

COUNTY OF LOS ANGELES, a subdivision of the State of California

By: \_\_\_\_\_  
LISA M. GARRETT  
Director of Personnel

Date: \_\_\_\_\_

APPROVED AS TO FORM:  
MARY C. WICKHAM  
County Counsel

By: \_\_\_\_\_

Date: \_\_\_\_\_

MENTOR AGENCY

By: \_\_\_\_\_

Date: \_\_\_\_\_

MENTOR AGENCY

By: \_\_\_\_\_

Date: \_\_\_\_\_